

TIME SHEET

DO NOT REMOVE THIS STUB

Palo Alto Staffing Services

2471 E. Bayshore Road, Suite 525 • Palo Alto, CA 94303

Attn: Temp Division

Phone (650) 493-0223 • Fax (650) 493-2056 or (650) 493-0448

PRESS FIRMLY WITH BALL POINT PEN

EMPLOYEE
NAME

COMPANY
NAME

ADDRESS

SUPERVISOR
NAME

USE NEAREST QUARTER HOUR IN DECIMALS (.25=15 MIN., .50=30 MIN., .75=45 MIN.)

DATE	DAY	TIME IN	TIME OUT	LESS LUNCH	REGULAR HOURS	OVERTIME HOURS	DOUBLETIME HOURS
	MON						
	TUE						
	WED						
	THU						
	FRI						
	SAT						
	SUN						
ASSIGNMENT CONTINUING <input type="checkbox"/> YES <input type="checkbox"/> NO			TOTAL HOURS THIS WEEK				

CLIENT COMPANY - 4 HOUR PER DAY MINIMUM, UNLESS PRE-ARRANGED WITH PALO ALTO STAFFING AND ITS EMPLOYEE. DO NOT ADVANCE MONEY.

Execution of this time sheet certifies that the total number of hours indicated is correct.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS HEREON AND ON THE REVERSE SIDE.

We agree that Palo Alto Staffing Services has incurred (and will continue to incur) expenses in acquiring and maintaining its staff of temporary employees and understand that if we want to transfer a temporary to our payroll, a financial settlement or a term agreement may be made by contacting Palo Alto Staffing Services.

Authorized Signature _____

EMPLOYEE: Execution of this time sheet is your responsibility. You cannot be paid unless the time sheet is signed by you **and** the client. I HEREBY CERTIFY THIS TIME SHEET IS TRUE AND THAT I SUSTAINED NO INJURIES DURING THIS ASSIGNMENT.

Authorized Signature _____

CHECK ONE: Pick-up Pay Check Mail Pay Check

FOR OFFICE USE ONLY					
WEEK ENDING		CLASS		A.Q.#	
E. P. R.	C. B. R.	O. B. R.	CHECK #	BY	

3/2004

PLEASE REFER TO TERMS ON BACK OF TIME SHEET

WHITE - PALO ALTO STAFFING

YELLOW - EMPLOYER

PINK - EMPLOYEE

CLIENT AGREEMENT

It is understood that the individual signing this time card is an authorized representative of the client named therein. Said individual hereby certifies that the hours indicated on the reverse side reflect actual hours worked by the PALO ALTO STAFFING SERVICES employee, and that the work was performed in a satisfactory manner.

Client understands that no insurance is afforded by PALO ALTO STAFFING SERVICES for physical loss or damage to its owned or leased equipment, machinery, material or any motor vehicles (whether licensed for public driving or not) in the care, custody or control of PALO ALTO STAFFING SERVICES employees. PALO ALTO STAFFING SERVICES shall not be liable for said physical loss or damage, and client accepts full responsibility for claims, including the defense thereof, involving personal injury, property damage, fire, theft, collision, cargo damage or public liability incurred as a result of the acts or omissions of a PALO ALTO STAFFING SERVICES employee in connection with the use of said items.

Client will not entrust PALO ALTO STAFFING SERVICES employees with the care, custody, or control of cash, negotiable, valuables, or other personal property, or authorize its employees to operate equipment, machinery or motor vehicles, without prior written permission from PALO ALTO STAFFING SERVICES for each occasion said use will occur.

Client understands that PALO ALTO STAFFING SERVICES renders a service made possible only by a substantial investment in advertising, testing and training a large temporary employee staff. Therefore, in consideration of this service, client agrees that use of PALO ALTO STAFFING SERVICES employees on a temporary or direct-hire basis within one year from the date of this time card will be solely through PALO ALTO STAFFING SERVICES.

In the event a direct hire occurs by the client, any affiliated entity, or any unaffiliated entity that employs the PALO ALTO STAFFING SERVICES employee identified on the reverse side of this time card, within one year from the date of this time card, a permanent placement fee in the amount of THE PALO ALTO STAFFING SERVICES current fee schedule shall be due. The client or other employer shall be solely responsible for ascertaining the amount of said placement fee prior to hiring the PALO ALTO STAFFING SERVICES employee regardless of whether it is in actual possession of the fee schedule or has actual knowledge of its terms.

Client shall defend, indemnify and hold PALO ALTO STAFFING SERVICES harmless from any fines, penalties and assessments, including attorney's fees, and costs, incurred by PALO ALTO STAFFING SERVICES as a result of any alleged violations of any laws, regulations or ordinances relating to health and safety with respect to premises owned or controlled by client and to which PALO ALTO STAFFING SERVICES employees are assigned.

Client agrees that in the event litigation arises surrounding the terms of this agreement, the prevailing party shall be entitled to costs, reasonable attorney's fees, and other necessary and proper expenditures, in addition to whatever other relief may be awarded.